



# POL Mctime Guidance for Managers

## Timecard Actions

The screenshot shows the Mctime Timecards interface for a manager. The interface includes a navigation bar with 'My Information', 'Manage My Department', and 'Timecards'. The main area displays a table of timecard entries for 'POL EMP2' for the 'Previous Pay Period'. The table has columns for Date, Pay Code, Amount, In, Transfer, Out, In, Tran..., Out, Shift, Daily, Schedule, and Period. A 'Totals' section at the bottom shows a summary of the entries.

Date	Pay Code	Amount	In	Transfer	Out	In	Tran...	Out	Shift	Daily	Schedule	Period
Sun ...												
Mon...			15:00		1:00				10.0	10.0	15:00-1:00	10.0
Tue...			15:00		1:00				10.0	10.0	15:00-1:00	20.0
Wed...			15:00		1:00				10.0	10.0	15:00-1:00	30.0
Thu ...	OT at 1.5 - Overtime	1.0		.../CC 47241-001//POL-100//								
Thu ...	SO1 - Shift Diff OT POL 12p-759p	1.0										
Thu ...			15:00		1:00				10.0	12.0	15:00-1:00	42.0
Fri 4...												42.0
Sat ...												42.0
Sun ...												42.0
Mon...			15:00		1:00				10.0	10.0	15:00-1:00	52.0
Tue...			15:00		1:00				10.0	10.0	15:00-1:00	62.0
Wed...			15:00		1:00				10.0	10.0	15:00-1:00	72.0
Thu ...	Annual Leave	10.0								10.0		82.0
Thu ...											15:00-1:00	

Account	Pay Code	Amount
...47-1781/POL 47-2099-/POL EMP/-/14233/SID-SIDETSUADM	Annual Leave	10.0
...L 47-2099-/CC 47241-001-/POL-100/14233/SID-SIDETSUADM	OT at 1.5 - Overtime	1.0
...47-1781/POL 47-2099-/POL EMP/-/14233/SID-SIDETSUADM	Regular	70.0
...47-1781/POL 47-2099-/POL EMP/-/14233/SID-SIDETSUADM	SD7 - Shift Diff 12p-759p	70.0
...47-1781/POL 47-2099-/POL EMP/-/14233/SID-SIDETSUADM	SO1 - Shift Diff OT POL 12p-759p	1.0
...47-1781/POL 47-2099-/POL EMP/-/14233/SID-SIDETSUADM	Total Hrs Towards Schedule	80.0

1. Review the **Schedule** column and edit if necessary.
  - If you need to modify the schedule, see instructions in the below **Schedule Adjustments** section.
2. Add regular hours, add an **In** and **Out** punch (i.e., In = 1500, Out = 0100).



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3. If appropriate add overtime by adding a row and click the cell and the drop down appears with a list of **Pay Codes** and select the appropriate **Pay Code** for the overtime worked (i.e., OT @ 1.5 - Overtime, CL3 – Comp Lv Earned-1.5, etc.). Input the number of hours in the **Amount** column. Include the **Cost Center-Fund** or **Project-Task** code with **Expenditure Org** and/or **Reason Code** in the **Transfer** cell.
  - If you need to search for the transfer information (**Cost Center-Fund** and **Reason Code**), see instructions in the below **Transfer Information** section.
4. To add leave, click the cell and the drop-down appears with a list of **Pay Codes** and select the appropriate pay code for the leave used, input the number of hours in the **Amount** column (i.e., 10 hours)
5. Click on the **Save** button.
6. Click on the **Totals** tab to view the timecard totals and verify that all hours are charged to the expected **Account** codes including shift and multilingual differentials, as authorized by the FOP and/or MCGEO CBA or Personnel regs.
7. Click the **Approve Timecard** button.



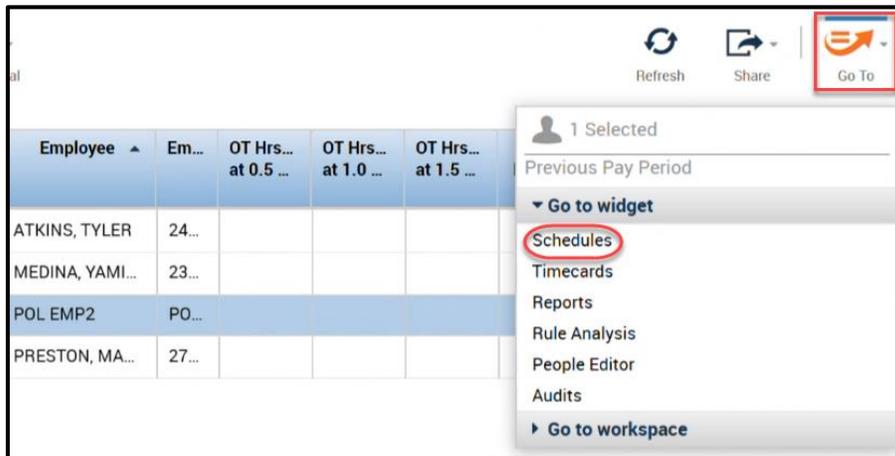


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## Schedule Adjustment

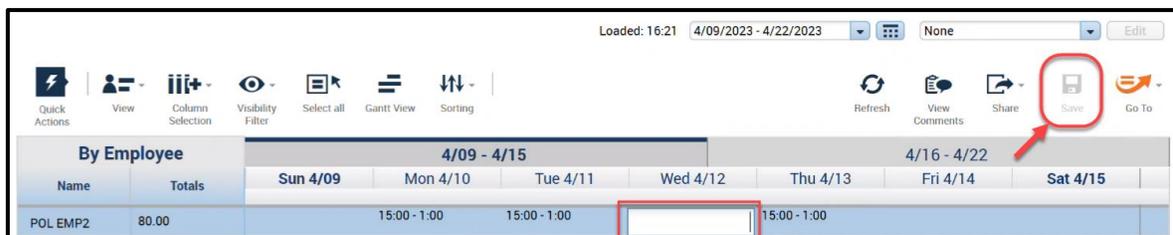
### Performing Edits to a Schedule

1. To access an employee's schedule from their timecard, click on the **Go TO** and select the **Schedules** option from the dropdown menu.



### Adding a Shift to an Unscheduled Day

1. Click in the appropriate date cell to add a shift.
2. Type the shift start time, and the shift end time. (ie.1500-0100).
3. Press the Tab key.
4. Click **Save**.





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## Deleting a Shift from a Scheduled Day

1. Select the shift to delete.
2. Right click and select 'Delete' menu option.
3. Click **Save**.

By Employee		4/09 - 4/15				4/16 - 4/22		
Name	Totals	Sun 4/09	Mon 4/10	Tue 4/11	Wed 4/12	Thu 4/13	Fri 4/14	Sat 4/15
POL EMP2	80.00		15:00 - 1:00	15:00 - 1:00	15:00 - 1:00	15:00 - 1:00		





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## Transfer Information

1. Searching for **Cost Centers** - most cost centers start with the department number. To search for a cost center, you must enter "CC" followed by a space and the department number (i.e., "CC 47").

The screenshot shows the 'Transfer' application window. At the top, it displays 'Name: POL EMP2' and 'Labor Account: //CC 47241-001//POL-100//'. Below this is the 'Add Labor Account' section with a 'Clear All' button. The form includes several dropdown menus: 'Department-Di...', 'Section-Sube...', 'Cost Center-F...' (set to 'CC 47241-001 - 4th Distri...'), and 'Batt-Unit:'. The 'Reason Code:' is set to 'POL-100 - MCPD 100 YEA...'. The 'Expenditure O...' dropdown is open, showing a list of cost centers. The first item, 'cc 47', is highlighted, and a red circle with the number '1' points to it. Other items in the list include 'CC 47238-001 4th District Community Operations-General F...', 'CC 47240-001 4th District Administration-General Fund', 'CC 47241-001 4th District Patrol-General Fund', 'CC 47242-001 4th District Traffic-General Fund', 'CC 47243-001 4th District Special Assignment Team -SAT-C', 'CC 47244-001 4th District Community Policing-General Fun', 'CC 47245-001 4th District SRO Program-General Fund', 'CC 47246-001 4th District Community Action Team -DCAT-C', and 'CC 47248-001 4th District Community Operations-General F...'. 'Cancel' and 'Apply' buttons are at the bottom right.





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2. Searching for a **Reason Code** (POL code) - enter a portion of the reason code (i.e., POL001)

The screenshot shows a 'Transfer' window with the following details:

- Name: POL EMP2
- Labor Account: //CC 47241-001//POL001//
- Section: Add Labor Account (with a 'Clear All' button)
- Reason Code: POL001 - HELD OVER-SH... (with a search dropdown containing 'POL001')
- Manager: POL001
- Batt-Unit: POL001 HELD OVER-SHORT HANDED POL001
- Buttons: Cancel, Apply

3. Click **Apply**.

